



**MIAMI-DADE COUNTY  
DEPARTMENT OF CULTURAL AFFAIRS**

**FY 2022-2023 CAPITAL DEVELOPMENT (CAP) GRANT PROGRAM  
GUIDELINES AND APPLICATION INSTRUCTIONS**

**\*\*\* PLEASE READ ALL MATERIALS CAREFULLY \*\*\***

**THE DEPARTMENT OF CULTURAL AFFAIRS RESERVES THE RIGHT TO REVISE INFORMATION PUBLISHED IN THESE GUIDELINES AND GRANT APPLICATION INSTRUCTIONS.**

**A CONSULTATION WITH DEPARTMENT STAFF IS A REQUIREMENT. NOTE: THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.**

FOR QUESTIONS PLEASE CONTACT:

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Miami-Dade County Department of Cultural Affairs  
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Miami, Florida 33128  
[kelly.allocco@miamidade.gov](mailto:kelly.allocco@miamidade.gov)  
305-375-4636 Phone / 305-375-3068 Fax  
[www.miamidadearts.org](http://www.miamidadearts.org)

- ◆ Para asistencia en español, llame a nuestra oficina, 305-375-4634.
- ◆ Pou plis enformasyon sil vou ple rele biwo nou nan numewo, 305-375-4634.

It is the policy of Miami-Dade County to comply with all the requirements of the Americans with Disabilities Act. To request materials in accessible format, sign language interpreters, CART, and/or any accommodation to participate in Miami-Dade County Department of Cultural Affairs sponsored programs or meetings, please contact Francine Andersen 305-375-4634/[culture@miamidade.gov](mailto:culture@miamidade.gov), at least five days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service).

## PROGRAM OBJECTIVE

The Capital Development (CAP) Grant Program provides funding assistance for capital improvement projects that are designed to expand, renovate, construct, or equip cultural arts facilities located within Miami-Dade County. The Department of Cultural Affairs encourages applications from organizations whose growth depends on access to and control of adequate facilities for optimum implementation of programs. These capital projects assist the nonprofit cultural community in providing increased public service, greater access, enhanced exhibition or performing space and in developing cultural facilities that can be operated more effectively and efficiently. All programs must be accessible and promoted to the general public. Grants are awarded on an extremely competitive basis based on panel evaluation. There is no guarantee that your proposal will be recommended for funding.

Projects must have strong evidence of prior planning and an imminent completion or “readiness” factor. Applicants must demonstrate that they have secured the maximum possible public and/or private match. **Priority consideration will be given to organizations that submit applications for projects to implement improvements as mandated by the Americans with Disabilities (ADA) Act and the Florida Accessibility Code, Chapter 11 of the Florida Building Code.** For more information on the Americans with Disabilities Act, including a helpful list of resources, please visit <http://www.miamidade.gov/internalservices/ada-helpful-links.asp>.

**Facility improvement projects should be designed to improve the artistic capabilities of and/or the audience ability to experience programs in the applicant facilities. Grants are intended to have a major impact on the applicant, the patrons served by that organization and the surrounding community.**

In the interest of ensuring that cultural organizations have the resources to adequately plan for their capital needs, the Capital Development Grant Program may consider requests for facilities planning and feasibility studies on a case-by-case basis.

### **In addition, applicants must demonstrate that the proposed project:**

- Supports existing, measurable program accomplishments of the applicant organization and is responsive to a well-documented need;
- Will significantly increase the capacity, effectiveness, efficiency, quality and/or success of the organization making the request;
- Has significant and identifiable benefits for the organization, its patrons and the community;
- Is thoroughly planned, both programmatically and architecturally, with a high degree of certainty that the proposed facility will meet current and projected needs;
- Is accompanied by reliable cost estimates and that design, technology, and costs are well-researched and reflective of current market conditions;
- Has a clear and feasible plan for being completed on time and/or before the end of the County’s fiscal year in which the grant will be awarded (by September 30th);
- Is supported by a well-developed staffing and management plan for operating the facility when the project is completed; and

- Demonstrates the potential for significant long-range community and economic impact through arts and cultural initiatives.

**A CAPITAL DEVELOPMENT GRANT CARRIES NO COMMITMENT FOR FUTURE SUPPORT BEYOND THE TIME OF THE PROGRAM OR PROJECT.**

**ELIGIBILITY**

Applicants must meet all the following eligibility requirements:

- Be legally incorporated as NOT-FOR-PROFIT, with designated tax-exempt status under section 501(c)(3) of the United States Internal Revenue Code. Proof of incorporation and IRS tax-exempt designation is required at the time of application; or
- Qualify as a political subdivision of Miami-Dade County or one of its municipalities, that owns and operates a cultural facility – provided that the cultural facility provides service and open access to the community and the general public on a regular basis (limited to one [1] application per subdivision/municipality); or
- Qualify as a public or private institution of higher education that owns and operates a cultural facility - provided that the cultural facility provides service and open access to the community and the general public beyond their educational mission and on a regular basis (limited to one [1] application per institution);
- **not** be a religious organization whose proposed project, in whole or in part, is designed to promote religious or sectarian activities or to encourage the preference of a religion;
- **Have site control of the proposed facility** (located in Miami-Dade County) either through ownership or having an executed long-term lease with an **unexpired, 5-year minimum term** (the lease must be in the non-profit's name). **Proof of site control is required at the time of application and in order to qualify under the program's eligibility requirements (there are no exceptions to this rule);**
- Have as its primary purpose and function, as defined by the Articles of Incorporation and By-Laws of the organization, programs that are substantially focused on arts and cultural activities;
- Employ at least one full-time paid professional;
- Have its primary office in Miami-Dade County;
- Have a track record or documented plan of offering cultural programs to the general public on a regular basis;
- Use the awarded funds, including match, within the Miami-Dade County fiscal year (October 1 through September 30) in which the grant is awarded; and
- Schedule a mandatory consultation appointment with the CAP program administrator **prior** to submitting an online application.

**DEADLINES**

For application and deadline schedule information, please visit to the Capital Development (CAP) Grants Program information page at:

<http://www.miamidadearts.org/capital-development-cap-grants-program>

### **Application Deadline:**

Organizations are encouraged to complete the online application process at least 72 hours in advance of the application deadline to ensure successful submittal. At precisely 11:59 PM on the deadline date, the online grant system will automatically close the application system. Organizations that fail to complete the submittal process by this deadline will be locked out of the system and deemed ineligible. Applications submitted by any other means are not acceptable. **Requests to apply to the program received at or after 5:00 PM on the program's final deadline will NOT be accepted.**

### **Corrections Deadline:**

Application corrections requested by the program administrator will be issued approximately 7 days prior to the corrected/final application deadline. Organizations are encouraged to complete their corrections at least 72 hours in advance to ensure successful submittal. At precisely 11:59 PM on the corrections deadline, the online grant system will automatically close the application system for corrections.

## **APPLICATION INSTRUCTIONS**

The CAP Grants Program is utilizing an online application process through the Department's website. Please visit [www.miamidadearts.org](http://www.miamidadearts.org) and click on the GRANTS / SURVEY MONKEY APPLY (SMA) tab to access the online grants system.

### **Pre-Grant Submission Consultation:**

Applicants are REQUIRED to schedule a mandatory consultation *at least one week* prior to the application deadline either by phone or virtually through an online platform (such as Zoom or GoToMeeting) with the CAP Program Administrator before access will be granted to the online application. First-time applicants and/or a new staff member who are unfamiliar with SMA will require additional time at the consultation to cover SMA system basics in addition to the discussion of your project scope.

**There are no exceptions to this requirement.**

To schedule your consultation, contact Kelly Allocco via email at [kelly.allocco@miamidade.gov](mailto:kelly.allocco@miamidade.gov).

### **Application Process:**

To apply, applicant organizations must complete all the tasks associated with the grant application via SurveyMonkey Apply. Make sure to allow sufficient time to complete each task to ensure compliance with the program's requirements.

Before you can access the grant application form, you must have a user account for basic log-in access and complete and submit a *Grant Eligibility and Request Form*. Once you have

completed these steps, your *Grant Eligibility and Request Form* will be reviewed by the Program Administrator to determine whether your organization is eligible to apply for the requested grant. This review may take up to 3 business days. Only after the Program Administrator has confirmed your eligibility can you be provided access to the grant application form. It is critical to keep these steps and this timeline in mind when preparing to submit a grant online.

**Requesting access to the grant application less than 7 business days prior to an upcoming deadline is neither an adequate timeframe for successful completion nor a reasonable expectation of staff.**

Applicants are solely responsible for the content of their application packages. The application submission review conducted by Department staff is provided as a courtesy technical assistance service and in no way guarantees that an application will be recommended for funding by the grants review panel. Department staff will not make corrections on behalf of applicants.

**NOTE:** An organization that submits a substantially incomplete application at the time of deadline, as deemed by the program administrator and the Department Director, will receive notification via email and/or US mail from the Department Director as to the incomplete status of the application. A copy of this letter will be forwarded to the program panel prior to their review, alerting panelists to the status of the application at time of deadline.

If you have questions or require assistance accessing the online application, contact Kelly Allocco via email at [kelly.allocco@miamidade.gov](mailto:kelly.allocco@miamidade.gov).

## **TECHNICAL REQUIREMENTS**

### **TO SATISFY THE PROGRAM'S TECHNICAL REQUIREMENTS, APPLICANTS:**

- ✓ **MUST** SCHEDULE AND COMPLETE A MANDATORY PRE-GRANT SUBMISSION CONSULTATION WITH THE PROGRAM'S ADMINISTRATOR (AT LEAST ONE WEEK PRIOR TO DEADLINE).
- ✓ **MUST** COMPLETE AND SUBMIT A CAP GRANT *ELIGIBILITY AND REQUEST FORM* VIA *SURVEYMONKEY APPLY* AND BE ASSIGNED PERMISSION TO PROCEED BY THE PROGRAM'S GRANT ADMINISTRATOR.
- ✓ **MUST** COMPLETE THE ENTIRE ONLINE APPLICATION PROCESS, INCLUDING ALL REQUIRED SUPPORT DOCUMENTS AND ANSWER ALL QUESTIONS COMPLETELY.
- ✓ **MUST** MAKE CERTAIN YOUR COMPLETE APPLICATION (BOTH PART 1 AND PART 2) IS SUBMITTED NO LATER THAN 11:59 PM ON THE DEADLINE DATE VIA THE DEPARTMENT'S ONLINE APPLICATION GRANTS SYSTEM.
- ✓ **MUST** LIST AS THE ORGANIZATION'S CONTACT PERSON, AN INDIVIDUAL WHO IS KNOWLEDGABLE ABOUT THE PROJECT, ORGANIZATION AND BUDGET AND WHO CAN BE REACHED DURING REGULAR BUSINESS HOURS (MON-FRI: 9:00 AM - 5:00 PM).
- ✓ **MUST** PRINT A COPY OF THE COMPLETED APPLICATION AND ANY SUPPORT MATERIALS FOR YOUR RECORDS.
- × **CANNOT** SUBSTITUTE AN APPLICATION WITH A SELF-CREATED OR SCANNED FORM. FAXED, MAILED, E-MAILED OR HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED.

## FUNDING REQUEST CAPS

Applicants may request **up to \$15,000**. The minimum request that can be considered is **\$5,000**.

The CAP Grants Program operates on a reimbursement basis. Payment of grant funds will be made only after submission of proper documentation demonstrating evidence of project expenditures, including match.

## MATCHING FUNDS

Applicants must furnish a minimum **\$1 to \$1 cash match** from the municipality or jurisdiction in which the facility is located and/or from the applicant organization to be eligible for County grant funds. A funding mix that includes foundation and corporate support, other government support, private contributions and earned income is desirable. The matching terms of the CAP Grants Program are designed to act as a catalyst to assist organizations in obtaining increased levels of local government (e.g., municipal) support and applicant organization funds.

All grant and matching funds involved in construction projects supported through the CAP Grants Program are subject to compliance with provisions of applicable laws, regulations, and rules. **The CAP Grants Program shall not be considered the sole source of funding.** Applicants should thoroughly explore other funding sources prior to seeking support from this program.

Letters of commitment of matching funds from municipality, other local, state, and federal sources; foundations; and/or from organization's Board Chairperson or their designee are REQUIRED attachments.

Applicants that demonstrate they have secured the maximum public and/or private match and provide strong evidence of prior planning and imminent completion (or "readiness" factor) are given priority consideration by the panel.

Note: In-kind donations, salaries for administration and/or any other indirect costs may not be assigned to, charged against, or debited from County grant funds and cannot be included as project expenses for the Capital Development Grants Program.

## GRANT PAYMENTS

If awarded, funds will be paid to grantees after the Clerk of the Board certifies and confirms the Miami-Dade County Budget Ordinance, and grant award contracts are fully and duly executed.

The CAP Grants Program operates on a reimbursement basis. Payment of grant funds will be made only after submission of proper documentation demonstrating evidence of project expenditures, including match. Documentation shall include, but not be limited to, copies of original bills, invoices, vouchers, receipts, and canceled checks (front and rear) clearly designating payment for expenses associated with the project. Cash transactions are not acceptable unless a copy of a contract, invoice, receipt and/or other documentation, such as an affidavit, supporting such cash payment is received, marked "paid" and signed by the recipient of the cash.

## **A CAP GRANT CARRIES NO COMMITMENT FOR CONTINUED, RENEWED OR FUTURE SUPPORT BEYOND THE FISCAL YEAR IN WHICH THE GRANT IS AWARDED.**

### **ALLOWABLE GRANT EXPENDITURES**

CAP Grant Program funds must be used exclusively for the project described in the organization's application. Allowable grant expenditures include:

- ✓ Expansion, renovation, rehabilitation, or construction of a cultural facility (direct construction costs related to building, adaptive re-use or renovations, including materials, demolition, excavation, site preparation, construction expenses, etc. and related fixed capital costs)
- ✓ Professional costs related to architectural or engineering designs
- ✓ Feasibility studies related to CAP Program objectives, such as those that examine approaches for the development of new cultural facilities or the renovation of existing ones (feasibility studies may be considered on a case-by-case basis)
- ✓ Specialized equipment purchases, as well as their installation costs, directly related to the creation, production and/or presentation function of the organization, if these are fully integrated (not free-standing) elements of a building or construction project. Examples for creation, production and/or presentation purposes include:
  - Equipment and/or construction projects directly related to ADA compliance and related work (e.g., assistive listening devices, ADA signage in venue, elevator or wheelchair lift, accessible bathrooms, etc.) as mandated by the Americans with Disabilities Act and the Florida Accessibility Code Chapter 11 of the Florida Building Code.
  - **NOTE:** ADA-related proposals receive priority consideration by the CAP Panel. Funded proposals that include ADA-related improvements and/or equipment will be required to prioritize the ADA-related projects when entering into a grant agreement with Miami-Dade County.
  - HVAC systems, fire safety upgrades, lighting grids, catwalks, electrical wiring upgrades, plumbing upgrades, theatrical seating, lighting equipment, audio equipment, etc.

### **GRANT USE RESTRICTIONS**

- × Furniture, fixtures, equipment, or cultural spaces not directly associated with the delivery of the cultural service
- × Reimbursement for projects already completed
- × Any costs incurred prior to the grant starting date (October 1<sup>st</sup>)
- × Debt reduction, mortgage or loan payments, endowments, capital campaigns or cash reserves
- × Remuneration of County employees for any services rendered as part of a project receiving a grant from the Department of Cultural Affairs
- × Purchase of motor vehicles, landscaping projects and/or landscaping maintenance equipment or mobile entertainment stages
- × Labor or installation charges from personnel already employed on staff for the organization
- × Operational and programming expenses, including but not limited to: office equipment, out of County travel, cash prizes, lobbying/propaganda materials, social/fundraising events,

marketing activities, charitable contributions, regular maintenance items and vendor service agreements

- × Indirect costs: Fees for indirect costs may not be assessed against CAP funded programs because of having been awarded a CAP grant. Indirect costs assessed because of other, non-County grant support received by a CAP funded program may not be assigned to, charged against, or debited from County grant funds.

## EVALUATION CRITERIA

Grants are awarded on a highly competitive basis to eligible organizations. It is the mandate and responsibility of the Capital Development Grants Panel to evaluate all proposals to meet the objective of the program, based on the criteria below. Panel reviewers are looking for well-planned capital projects that meet a pressing need, display broad support, will be completed promptly and once done, are managed successfully. Further, the panel has an interest in the mission and principal activities of the applicant organization, the exact plan for how the County's money and its requisite match shall be utilized in the proposed project, and the applicant's ability and "readiness" to administer and complete the process. While these grants support capital expenses only, the panel's review includes a thorough evaluation of the programmatic, administrative, financial, and organizational accomplishments of the applicant.

In addition to meeting all the technical requirements of the application, the panel will evaluate and score eligible applicants using the following criteria (100 points max.):

### **1) Project Proposal (20 POINTS)** as demonstrated by:

- Merit and feasibility of the project being proposed and how it relates to the goals of the Capital Development Program;
- Impact of project on the artistic capability of the facility and audience ability to experience programs in the facility;
- Potential to build audiences and support for the arts and serve as a catalyst for economic development and neighborhood revitalization; and
- Impact on organization's capacity, effectiveness, efficiency, quality and/or success.

### **2) Management/Administrative Capability (20 POINTS)** as demonstrated by:

- Facility/equipment management plan including: brief bios of staff and responsibilities pertaining to the project, policies and plans regarding facility/equipment use and accessibility to the general public and other cultural organizations;
- Financial stability of the organization;
- Administration of previous Department of Cultural Affairs grants, including timely submission of final reports for applicants who have received previous Department funding;
- Ability of the organization to successfully operate and maintain the facility; and
- Ability to complete project within a realistic and reasonable timeframe within the year in which the grant will be awarded.



**3) Improved Facility Capabilities (20 POINTS)** as demonstrated by:

- Efforts to comply with the Americans with Disabilities Act (ADA) and the Florida Accessibility Code Chapter 11 of the Florida Building Code for projects to implement improvements in programs and/or facility modifications;
- Quality of equipment and/or facility improvements being proposed; and
- Frequency of equipment and/or facility use.

**4) Appropriateness of Grant Request (20 POINTS)** as demonstrated by:

- Feasibility and appropriateness of budget and commitment and size of public and private match;
- Project description, objectives and goals;
- Relevance of the project vis-a-vis the organization's current and future capital improvement plans; and
- Financial resources in hand or a fundraising plan adequate to support the project.

**5) Merit of Programming/Marketing Plan (20 POINTS)** as demonstrated by:

- Reputation and history of the organization and its programs;
- Feasibility of marketing plan as it pertains to budget and placement;
- Cultural needs and audiences project will serve and efforts leading to long-term cultural enrichment of area served; and
- Ability to increase and enhance audience participation in the arts.

## **SITE VISITS AND PANEL PRESENTATIONS**

**PLEASE NOTE:** In light of the continued impact of the coronavirus (COVID-19) and social distancing guidelines recommended by the U.S. Centers for Disease Control, the site visit requirements noted below may be waived or substituted for virtual visits in this cycle. The Grant Administrator will provide a definitive ruling later in the review process when site visits would normally be scheduled.

As part of the panel evaluation process, panelists are required to conduct site visits and will be directly assigned to visit one or more applicant facilities. Applicant organizations will be contacted directly by the panelist(s) to arrange a site visit to occur prior to the panel evaluation meeting. Note: any member of the CAP Panel may choose to conduct a site visit in relation to your application, even if they have not been directly assigned your organization's site visit. A list of panel members will be provided in advance of the panel evaluation meeting.

Due to the Sunshine Law panelists should not attend site visits together. In addition, Department staff, including the CAP Grant Program administrator, may conduct a site visit prior to the panel meeting and/or funding period in relation to the organization's project and cultural programming.

Applicants are **strongly encouraged** to attend the panel evaluation meeting as observers and will be notified by email of its scheduled time, date and location. Although formal presentations by applicants are not permitted during the panel meeting, applicants will be provided an opportunity to address direct questions posed by panelists, address outstanding issues raised by the panel and/or help clarify points during the panel discussion.

Applicants are not permitted to interact with panelists at any other time during the proceedings or during panel breaks. Presentations or involvement of any kind by an applicant, other than the above noted exception, may result in the disqualification of the application by the program panel and/or the withdrawal of the application by Department staff.

## **GRANT APPLICATION REVIEW AND AWARD PROCESS**

For application and deadline schedule information, visit the CAP program information page at: <http://www.miamidadearts.org/capital-development-cap-grants-program>

### **SUBMISSION AND REVIEW**

- ◆ **A consultation with the CAP Program Administrator is required** to be granted access to the online application. Please schedule a consultation, **at least one week prior to the deadline**, with the CAP Program Administrator, Kelly Allocco, by email at [Kelly.Allocco@miamidade.gov](mailto:Kelly.Allocco@miamidade.gov).
- ◆ Upon submission, Department staff will review each application for technical eligibility and completeness and will provide comments/suggestions to aid the applicant in improving the content and quality of the application. An application checklist will be posted in *SurveyMonkey Apply* or sent via email to applicants indicating the recommended edits and corrections, and deadline date to submit corrections in the online grant application system and upload required materials for panel distribution. Panel meeting specifics, such as date confirmation, time, and location, will be provided to applicants prior to the panel evaluation meeting. **Note:** Department staff may not review final corrected applications prior to distribution to the grant panelists.

### **PANEL REVIEW AND RECOMMENDATION**

- ◆ The panel will review applications at the panel evaluation meeting. A list of panel members will be provided in advance of the panel review process and will be available at the panel evaluation meeting.
- ◆ After the panel review, grant panel recommendations are submitted to the Cultural Affairs Council for approval. The Council's decision is considered final and may not be appealed.

### **APPROVAL PROCESS**

- ◆ Upon approval by the Cultural Affairs Council, recommendations are forwarded to the Board of County Commissioners and Mayor for final approval.
- ◆ Upon approval by the Board of County Commissioners and Mayor, properly completed grant agreements are submitted to the Office of the County Attorney, the Office of the County Mayor and the Clerk of the Board for review and execution.

### **AWARD NOTIFICATION AND GRANT AGREEMENT**

- ◆ **Applicants will be notified of award by e-mail and/or mail following the Council's decision.** Grant recipients will receive a grant award package which will include grant agreements (contracts), other required documents and instructions for proper completion. These documents must be properly completed before the grant award recommendation can be processed.

- ◆ Funded applicants that fail to return a complete and correct grant agreement package within 60 days of the date on the award letter will have their grant recommendation rescinded by the Department of Cultural Affairs unless the Grants Program Administrator has approved an award agreement extension. If the grant agreement due date falls on a Saturday, Sunday or legal holiday, the grant agreements will be due the following business day.

## **GRANT PAYMENT**

- ◆ The CAP Grant Program operates on a reimbursement basis. Payment of grant funds will be made only after submission of proper documentation demonstrating evidence of project expenditures, including match. Documentation shall include, but not be limited to, copies of original bills, invoices, vouchers, receipts, and canceled checks (front and rear) clearly designating payment for expenses associated with the project. Cash transactions are not acceptable unless a copy of a contract, invoice, receipt and/or other documentation, such as an affidavit, supporting such cash payment is received, marked "paid" and signed by the recipient of the cash.

Once documentation has been reviewed by the program administrator, a request for payment will be sent to the Finance Department. The grant award check is prepared and mailed directly from the Finance Department to the grantee at the address on record in the Finance Department. It is imperative that grantees notify Cultural Affairs staff AND the Finance Department of any address changes during this process. Grantees **may not** request pickup of checks.

Alternatively, grantees may sign up for Automatic Deposit of County funds directly into the organization's bank account. This is the fastest way to receive County funds once the request for payment has been processed by Finance. The Automatic Deposit sign up form and instructions can be downloaded at <http://www.miamidade.gov/finance/direct-deposit.asp>. It is critically important to follow the instructions for Direct Deposit carefully, and to always keep your account information current with the County's Finance Department.

Grant payments are anticipated to be released beginning in December of the fiscal year for which the grant was awarded. Grantees can review payment status via the Miami-Dade County Department of Finance Vendor Payment Inquiry website: [https://www.miamidade.gov/global/service.page?Mduid\\_service=ser1471545573198718](https://www.miamidade.gov/global/service.page?Mduid_service=ser1471545573198718).

CAP grants will be released after reimbursement documentation has been received, reviewed, and approved by the grant program's administrator.

**NOTE: GRANT AWARDS WILL BE AVAILABLE FOR RELEASE DURING THE COUNTY'S FISCAL YEAR FOR WHICH THE GRANT WAS AWARDED, OCTOBER 1 THROUGH SEPTEMBER 30. DUE TO THE STRICT CONSTRAINTS ACCOMPANYING EACH STEP OF THIS REVIEW PROCESS, IT IS CRITICAL THAT THE APPLICANT ADHERE TO ALL DEADLINES. FAILURE TO COMPLY WITH DEADLINES AND/OR INCORRECT EXECUTION OF CONTRACTS OR OTHER PAPERWORK WILL RESULT IN A DELAY OF PAYMENT OR CANCELLATION OF FUNDING.**

## **PUBLICITY AND CREDIT REQUIREMENTS**

The Grantee must include the following credit line in all promotional and marketing materials related to this grant including websites, news and press releases, public service announcements, broadcast media, event programs, and publications: **"With the support of the Miami-Dade County Department of Cultural Affairs and the Cultural Affairs Council, the Miami-Dade County Mayor and Board of County Commissioners."** For radio or television broadcast, we require the following voice-over language: **"This program is supported in part by the Miami-Dade County Department of Cultural Affairs."** For television broadcast, display of the County logo and the "[www.miamidadearts.org](http://www.miamidadearts.org)" web address is required. The grantee must also use the County's logo in marketing and publicity materials, including but not limited to newsletters, press releases, brochures, fliers, websites or any other materials for dissemination to the media or general public. The County logo is available at [www.miamidadearts.org](http://www.miamidadearts.org) under Grantee Resources. Grantees are required to credit the County's support in any communications about the grant-funded project on social media platforms using @MiamiDadeArts and #MiamiDadeArts.

**By accepting County funds, the grantee is required to recognize and acknowledge Miami-Dade County's grant support in a manner commensurate with all contributors and sponsors of its activities at comparable dollar levels.**

In addition, grantees receiving funds through the YEP, SAS-C and AKI grant programs must include The Children's Trust logo and the following statement in all materials related to the grant project, including but not limited to newsletters, press releases, brochures, fliers, websites or any other materials for dissemination to the media or general public:

**"The (insert event/program name) is funded by The Children's Trust. The Trust is a dedicated source of revenue established by voter referendum to improve the lives of children and families in Miami-Dade County by making strategic investments in their future."** To download an electronic version of The Children's Trust logo, please go to: The Children's Trust Media Kit & Logos.

Note: In cases where funding by The Children's Trust represents only a percentage of the grantee's overall funding, the above language can be altered to read "The (insert event/program name) is funded in part by The Children's Trust..."

## **COMPLIANCE REQUIREMENTS AND RELEASE OF GRANT FUNDS**

A Final Report is required within forty-five (45) days of the project completion date. Information on completing the final report can be found on the Department of Cultural Affairs website at <http://www.miamidadearts.org/grant-reporting-documents>. All documents submitted to the Miami-Dade County Department of Cultural Affairs at any stage of the grant cycle process, including electronic submissions, are subject to the State of Florida Public Records Law, Chapter 119, Florida statutes. (Section 119.011(12), Fla. Stat.).

Funded activities must take place within the County's fiscal year for which they are approved (October 1 through September 30). All funding recommendations are contingent upon approval of the Department of Cultural Affairs' budget by the Miami-Dade County Mayor and Board of

County Commissioners and are subject to the availability of funds.

**Grant awards will be available for release during the County's fiscal year, October 1 through September 30. Grant awards will not be released until all final reports for previous years' funding from all Department programs are received.**

Grant funds not encumbered (contracted for) by the end of the County's fiscal year in which they were awarded, or for which a project extension has not been approved, shall revert to the Department of Cultural Affairs on September 30 of the same fiscal year.

All funded activities must provide equal access and equal opportunity in employment and services, and may not discriminate on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, sexual orientation, physical ability, gender identity or gender expression, or status as a victim of domestic violence, dating violence or stalking, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972 as amended (42 U.S.C. 2000d et seq.), the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and Miami-Dade County ordinances No. 97-170, § 1, 2-25-97 and No. 98-17, § 1, 12-1-98.

*Miami-Dade County provides equal access and equal opportunity in employment and services and does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, sexual orientation, physical ability, gender identity or gender expression, or status as a victim of domestic violence, dating violence or stalking, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972 as amended (42 U.S.C. 2000d et seq.), the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and Miami-Dade County ordinances No. 97-170, § 1, 2-25-97 and No. 98-17, § 1, 12-1-98.*

*The Miami-Dade County Department of Cultural Affairs and the Cultural Affairs Council develop cultural excellence, diversity, and participation throughout Miami-Dade County by strategically creating and promoting opportunities for artists and cultural organizations, and our residents and visitors who are their audiences. Through staff, board and programmatic resources, the Department, the Council and the Art in Public Places Trust promote, coordinate and support Miami-Dade County's more than 1,000 not-for-profit cultural organizations as well as thousands of resident artists through grants, technical assistance, public information and interactive community planning. The Department directs the Art in Public Places program and serves its board, the Art in Public Places Trust, commissioning, curating, maintaining and promoting the County's art collection. The Department also manages, programs and operates the African Heritage Cultural Arts Center, Joseph Caleb Auditorium, Miami-Dade County Auditorium, and South Miami-Dade Cultural Arts Center, all dedicated to presenting and supporting excellence in the arts for the entire community. The Department receives funding through the Miami-Dade County Mayor and Board of County Commissioners, The Children's Trust, the National Endowment for the Arts, the State of Florida through the Florida Department of State, Division of Cultural Affairs and the Florida Council on Arts and Culture, the John S. and James L. Knight Foundation, the Peacock Foundation, Inc. and The Jorge M. Pérez Family Foundation. Other support and services are provided by TicketWeb for the Culture Shock Miami program, the Greater Miami Convention and Visitors Bureau, the South Florida Cultural Consortium, and the Tourist Development Council.*